



# PUBLIC NOTICE

01-6

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF SOUTH CAROLINA  
Brenda K. Argoe, Clerk of Court



TO: Practitioners/Constituents

SUBJECT: Court Copy Service

DATE: May 8, 2001

Effective May 14, 2001, the court will no longer have a contract with a copy service.

All requests for copies will be handled by the clerk's office. All copy requests must be in writing either by mail or at the Intake counter of the U.S. Bankruptcy Court in Columbia, S.C. Those persons submitting orders for copies at the Intake window of the United States Bankruptcy Court in Columbia, S.C., should review the file and paperclip the documents they are requesting to be copied. Doing this at the time of the request will permit the clerk's office to fill the request more quickly and accurately.

Pre-payment is required for all copy requests filled by the clerk's office. Once a written request is received and reviewed, you will be notified by telephone of the cost of your request. Copies will be furnished after payment has been received. Please, do not send a blank check or an estimated amount of money to cover the copy cost, this will not expedite the service and violates the internal financial controls of the clerk's office. You will be notified of the cost within two working days.

Requests of greater than 100 pages may be contracted out by the clerk's office through a local copy service.

Pursuant to 28 U.S.C. § 1930(b), the following fees will apply:

Per Page Copy	\$ .50
Per File Search	\$20.00
Per Certification	\$7.00